

Purpose

Validation is the process where assessors compare and evaluate assessment methods, assessment tools, assessment procedures and assessment decisions. Validation forms part of the Institute's Continuous Improvement Process. The purpose of validation is to ensure that assessment is valid, reliable, fair and flexible and that assessment decisions are made based on sufficient and appropriate evidence.

Responsibility

The Departmental Coordinators with assistance from the Academic Principal are responsible for scheduling the validation for their Department.

Key requirements

- Develop and implement a comprehensive plan for the ongoing systematic validation of assessment that includes all training products on the RGIT' scope of delivery (ref: Standards for RTOs 2015 Clause 1.9).
- Validate the assessment practices and judgements for each training product at least once every five years with at least 50% of products to be validated within the first three years of each five-year cycle (ref: Standards for RTOs 2015 Clause 1.10).
- Ensure that validation is conducted by one or more suitably qualified persons who are not directly involved in delivery and/or assessment of the training product being validated (ref: Standards for RTOs 2015 Clause 1.11).

Validation procedure

1. The validation exercise (both internal and external) is to be scheduled by the departmental coordinator in consultation with the Academic Principal. The process must be completed on an annual basis or when a change to the training package has occurred, or a new qualification is being placed on scope.
2. The departmental coordinator will inform staff of the impending validation meeting.
3. The Academic Principal will contact the external panel members and inform them of the purpose of the meeting, what will be required and how to prepare for the meeting.
4. The departmental coordinator and Academic Principal will finalise the Validation Plan to detail the type of validation to take place.
5. The departmental coordinator will provide further details to training/assessing staff on the exact type of materials to be collected for the validation exercise: e.g. judged candidate assessments for 'XYZ' unit of competency, assessment tools.
6. The panel members must be provided with the number of discussion items, length of discussion per item and principles to be adhered to.
7. The validation exercise will include discussion of:
 - a. suggested changes to assessments to meet changes to industry and policy;
 - b. assessment methods and tasks used;
 - c. the evidence of achievement and whether it is sufficient to meet training package and industry requirements;
 - d. verification of consistency of judgement between trainer/assessors in respect to the same unit of competency assessed;

- e. suggestions for improving assessment tools and assessment judgements;
 - f. assessors' understanding of assessment methods and tasks;
 - g. verifying that the marking criteria meet the learning outcomes as detailed in the Training Package; and
 - h. whether assessment methods and tasks are mapped to the performance criteria, skills and knowledge and learning outcomes in the Training Package.
8. A detailed assessment of the validation is to be placed in the Validation Assessment Form and then the outcome placed into Feedback Summary Form.
 9. Agreed improvements are to be documented in the Continuous Improvement Register.
 10. The Academic Principal is to manage the improvements to ensure corrective actions are completed within defined timelines.
 11. All actions are to be tabled at management meetings and feedback provided to panel members.
 12. This must include validation of the RPL process.

Moderation procedure

1. The internal moderation is to be carried out by the Departmental Coordinator and Trainers in consultation with the Academic Principal. The process must be completed every year.
2. The Departmental Coordinator will inform staff of the impending moderation meeting at the previous staff meeting, which will include the purpose of the meeting, what will be required and how to prepare for the meeting – this must be placed on the agenda and inserted into the minutes.
3. The external moderation is to be scheduled by the Academic Principal in consultation with the Departmental Coordinator. The process must be completed on an annual basis, and when changes to the Training Package have occurred, or prior to a new qualification being placed on scope. The Academic Principal will contact the external panel members and inform them of the purpose of the meeting, what will be required and how to prepare for the meeting.
4. The Departmental Coordinator and Academic Principal will finalise the Moderation Plan to detail the type of moderation to take place.
5. The Departmental Coordinator will provide further details to Trainers/Assessors on the exact type of assessments to be collected for the moderation exercise: e.g. judged assessments for 'XYZ' unit of competency.
6. The panel members must be provided with number of discussion items, length of discussion per item, principles to be adhered to.
7. The moderation exercise will include discussion of:
 - assessment methods and tasks used;
 - verification of consistency of judgement between Trainers/Assessors in respect to the same unit of competency assessed; and
 - the mapping of assessment methods and tasks to performance criteria, skills and knowledge and learning outcomes in the Training Package.

Assessment Validation Procedure

8. A detailed assessment of the moderation which is to be placed in the Assessment Moderation Form and the outcome, to be placed into a Feedback Summary Form.
9. Agreed improvements are to be documented in a Continuous Improvement Register.
10. The Academic Principal/Department Coordinators is to manage the improvements to ensure corrective actions are completed within defined timelines.
11. All actions are to be tabled at the management meetings and feedback provide to panel members.

Document management

Records of validation with associated actions must be retained for at least 5 years from activity.

Revision history

Revision	Date	Description of modifications
1.0	April 2010	Original
2.0	June 2013	Overall editing and update
2.1	October 2013	Minor edits and typos
3.0	December 2014	Formatting and update
3.1	June 2018	Review and editing updates; Department Coordinators responsible for their respective Department, updated key requirements to comply with the Standards for RTOs 2015 and updated to the new RGIT Australia document template